

CERS Regulator User Group Meeting Notes/Action Items September 28, 2010

Action items for next User Group Meeting (see notes for full details):

- Contact Dan Firth (dfirth@calepa.ca.gov) or Cathie Gause (cgause@calepa.ca.gov) if interested in being a user group voting member. All requests should be in by Friday, Oct. 1, 2010.
- By Friday, Oct 1, 2010, email Cathie your vote for **two** representatives from the User Group to the Change Management Group.
- Review revised draft Charter prior to next meeting and email Dan any comments.
- Review minutes for Sept. 14th and Sept 28th meetings. Email Cathie any requested changes. Both sets of minutes will be voted for approval at next meeting.
- Email requests to add agenda items to Cathie
- Next meeting is Oct. 12, 2010 8:30am-9:00am.

Action items Completed September 28, 2010

- Motion approved to appoint Barbara Houghton, Kern County as Co-chair of the User Group.

Introductions

Attendance List: Paula Snyder, George TerAstvadsadrian, Greg Breshears, Pamela Jin, Gino Ilacqua, Marily Kraft, Christie Woolard, Stephanie McCall-Mitchell, Barbara Houghton, Dan Firth, Cathie Gause, Manuel Regalado, Michelle Price, Miguel Luna, Maria Durand, Nancy Scholothauer, Virginia Lineberry, Marie Woodin, Eric Scott, Jay Swasey, John White, Patrick Ledesma, Jennifer Lorenzo, Bob Davila, John Kulluk, Kim Nguyen, Amanda Hakim, Larry Olson, Tim Fillmore, Ken Lew, Dave Denis, Patti Rosol-Cary, Jessie Perez, Susan Hugo, Jim Bohon

Agenda Review

- No changes

Previous Meeting Minutes Review

- Minutes for 9/14/10 delayed to next meeting.
- Reviewed completed action items

Select Co-Chair

- Co-chair selected: Barbara Houghton, Kern County.

Charter-Review and discussion

- During the discussion a number of changes were discussed. The following are proposed changes from previous version:
 - Format changed
 - Background updated
 - Clarified role of User Group
 - 15 voting members for CUPAs, 15 for PAs and three for each state agency.
 - Term established for chair, co-chair and admin support staff
 - If possible, voting to be done during the meetings and captured by webinar software
- A revised draft of charter will be sent out through the Listserv.
 - Action: review and email comments to Dan prior to next meeting.

Change Management Committee

Three people volunteered to represent the User Group on the Change Management Committee.

- Action: Vote by email to Cathie for two candidates by 10/1/10:
 - Greg Breshears, Santa Clara County Environmental Health, CUPA, Bay Area
 - Gevork Terastvadsadrian, LA county Fire, CUPA, Southern Region
 - James Weckerle, Pasadena Fire, PA, Southern Region

Regulator User Group Voting Membership Spreadsheet

Voting members were identified from participating callers. An updated list of voting members will be distributed with meeting minutes. Participants should review and determine if the voting members list should be changed. Email comments to Cathie prior to next meeting.

Listserv

More than 50 people have registered on the listserv. All future notifications for the CERS Regulator User group will be provided via the listserv.

CERS Wiki

Dan reviewed the CERS Help Wiki and encouraged members to review on their own and email to Cathie suggestions and comments to improve the Wiki.

Wiki is located at <https://cers.calepa.ca.gov/Help/>

Upcoming User Group Meetings

(Meetings will be held for CAL/EPA in Conference Room 220-in person attendance welcome!)

- October 12, 2010
- October 26, 2010
- November 9, 2010
- December 14, 2010

User Group communications: Meeting notes, communications, schedules and other related documents will be located on the wiki at <https://cers.calepa.ca.gov/Help/RegulatorUsersGroup.Default.aspx>